

MISSOURI HERITAGE PROPERTIES PROGRAM

Grant Application

Introduction:

The **Missouri Heritage Properties Program** is a state funded grant program established to assist in the preservation of historic buildings in public, governmental ownership. The program provides a financial incentive for the preservation of important National Register of Historic Places listed properties that currently cannot benefit from other assistance programs such as the state and federal tax credits. Buildings selected should still be primarily used for their historic purpose, i.e. county government functions. Courthouse buildings currently used as museum properties and community buildings would not qualify.

Please note that obligations of the State shall cease immediately if the Missouri Legislature fails to appropriate or otherwise make available funds for selected projects. Grant funding will depend on the department's final federal grant.

How to Apply:

Please submit **two copies** of the completed application to the address below. **Applicants may receive priority points by attending the grant workshop.** A complete application is an application that is signed and dated with all blanks filled in completely and correctly.

Final applications are due by 5:00 p.m. September 15. Final applications postmarked or delivered after the deadline WILL NOT BE CONSIDERED.

Mailing address:
**Missouri Department of Natural Resources
Missouri State Parks
P.O. Box 176
Jefferson City, Missouri 65102
Attn: Preservation Planner & Grants Manager**

Street Address:
**Missouri Department of Natural Resources
Missouri State Parks
1659 East Elm Street
Jefferson City, Missouri 65101
Attn: Preservation Planner & Grants Manager**

Eligible Applicants:

Only county governmental entities may apply for grants.

Project Eligibility:

Grants may be used to preserve, restore, rehabilitate, repair, or stabilize historic publicly owned buildings. Grants may be used for either construction or pre-construction planning activities.* **Generally, construction grant awards will not exceed \$150,000.00 per project. Planning grant awards will not exceed \$25,000.00 per project.** Eligible activities must be carried out in accordance with the Secretary of the Interior's "Standards for Rehabilitation." These grants are **not** intended for general maintenance projects.

Eligible buildings must be listed in the National Register of Historic Places either individually or as a contributing building in a National Register Historic District. Information on National Register status can be obtained by contacting the SHPO.

*A qualified 36 CFR 61 architect is required for all construction or pre-construction projects unless waived by the SHPO.

Pre-construction planning activities include the development of Building Master Plans, Preservation Plans, Feasibility Studies, or Structural Analysis. Information to be included in a Building Master Plan can be obtained by contacting the SHPO. Priority will be given to projects for which there is an existing Preservation Plan in place.

Eligible **Construction** activities include, but are not limited, to the following:

- Repair and/or replacement of roofing materials
- Repair and/or replication of original windows
- Repair and/or replication of original exterior siding material
- Removal of artificial siding (vinyl, metal, asbestos plate)
- Repair of foundation and/or masonry problems
- Repair or replication of significant **exterior** architectural elements such as missing or severely dilapidated columns, turrets, cupolas, domes, or clock towers
- Exterior painting (if existing paint has failed)
- Exterior cleaning
- Repair of integral guttering systems
- Repair of structural elements such as floor joists, ceiling joists, rafters, foundations, rotted floors, load-bearing walls, trusses, metal columns or beams
- Removal of asbestos or lead paint
- Repair, restoration, or replication of missing or deteriorated original interior features considered significant to the National Register eligibility of the property, such as: decorative plaster work, murals, stencils, faux finishes, decorative painting, carved/decorative moldings and trim, wood paneling, fireplace mantels, staircases, stained glass windows/skylights, parquet flooring and repair of mechanical, plumbing and electrical systems if the existing systems jeopardize the historic property

Ineligible Activities

Among the activities that would **not** qualify for these grants are the following:

- New construction
- Pavement, parking lots, roads or walkways
- Furnishings, draperies or carpeting
- Interpretive or curation expenses
- Routine maintenance costs

Grants **cannot** be used to reimburse expenses for work done outside the grant period specified in the grant agreement.

Matching Share

In order to demonstrate a local commitment to the preservation of the historic resource, a matching share is required. Typically **the applicant will be required to provide 30% of the total project cost either as a cash expenditure or through in-kind expenditures**. The Department reserves the right to waive the matching share requirement in the case of extraordinary significance of the historic resource or in an emergency situation.

Completing the Application:

An applicant may submit applications for more than one project activity during the grant cycle. A separate completed grant application must be submitted for each project activity. A completed grant application will consist of the following basic items:

1. General Information
2. Applicant's Background
3. Property Information
4. Project Summary and Description
5. Project Planning and Implementation
6. Project Budget
7. Application Workshop Attendance
8. Discretionary Board Member Criteria
9. Supporting Documentation Checklist
10. Certification of Responsible Person

As indicated in the instructions below, additional information or materials may also be required. This information should be attached to the application.

General Information. Questions 1-4 are general questions pertaining to the applicant responsible for incurring costs and completing the project. No points are assigned to responses in this section.

1. **Contact information for the applicant requesting grant funds:** Enter the name, receiving official, address, phone number, fax number, and email address of the applicant. The receiving official is the person authorized to officially accept the grant (e.g., the mayor or the city manager). **DUNS NUMBER** – all agencies or organizations that apply for federal grants are required to have a DUNS number, a unique nine-character number assigned to that individual organization or agency. The federal government uses this number to track how federal money is allocated. To request a DUNS number, visit <http://fedgov.dnb.com/webform/displayHomePage.do>. The process is free and generally takes no more than one business day.
2. **Contact information for the application preparer:** Enter the name, address, phone number, fax number, and email address of the application preparer. If it is the same as the applicant, please just check the box in the corner and skip to question number three.
3. **Contact information for the applicant's primary point of contact:** Enter the name, address, phone number, fax number, and email address of the contact person/project manager. The contact person is the individual most familiar with the project application who will be managing it for the applicant.
4. **Legislative Contacts:** Since legislative representatives will be notified of all grant awards, the applicant must provide names of all state legislators and federal representatives for the proposed project area. For US congressional districts visit <http://www.house.gov/representatives/>. For state legislative districts, visit <http://www.house.mo.gov/> and <http://www.senate.mo.gov/>.

Applicant's Background. Questions 5-6 are designed to elicit information about an applicant's past performance in administering previous grants through the State Historic Preservation Office and to understand the applicant's experience overseeing a project similar to the type proposed in the application. Past performance and experience will be reviewed and factored into the score. Up to fifteen points may be given for responses to this section.

5. **Please indicate in question five if the applicant has administered a Historic Preservation Fund or Missouri Heritage Properties program grant with the State Historic Preservation Office.** Please consider any projects that were administered by the applicant within the last ten years. The yes or no questions related to extensions, changes to the scope of work, withdrawal from the program, and number of active projects can alert the application scorer to any successes or challenges the applicant has had in the past completing grant projects with the State Historic Preservation Office.
6. **Please describe any experience the applicant has in completing a historic building rehabilitation.** Applicants are expected to take an active role in all grant funded projects, regardless of if the intent is to pay a consultant to do the actual work. Please indicate here any experience that the applicant has completing a historic building rehabilitation.

Property Information. Questions 7-11 require the applicant to provide basic information about the property directly affected by the pre-construction or construction project. Up to ten points may be given in this section.

7. **Property Name:** Identify the property name.
8. **Historic Status of the Property:** Indicate if the property is listed on the National Register of Historic Places individually, as a contributing building in a historic district, or is a National Historic Landmark (either individually or contributing to a district). Please check all that apply. Please note: in order to be eligible for pre-construction or construction grant funding, a property must already be listed on the National Register of Historic Places. To determine if the property is on the National Register, please see: <http://dnr.mo.gov/shpo/mnrlist.htm>.
9. **Legal Description: Enter the legal description for the property.** If your property does not have a current legal description (e.g. the original records were burned in a fire or the legal description on record references markers that no longer exist), please contact a land surveyor and have a new description prepared. Please make sure to attach the official legal description to the application along with documentation of ownership (e.g. a deed) and any encumbrances (e.g. liens) on the property.
10. **Has the property been a recipient of financial assistance from the State Historic Preservation Office in the past ten years?** If not, check no. If yes, please check yes and provide the years, grant numbers, and amount of funding.
11. **Does the property have a historic maintenance and treatment plan, feasibility study, master plan, or other similar document that is less than ten years old?** If yes, please provide a copy with the

application. In addition, please indicate if the State Historic Preservation Office has approved the document. If it was funded using a grant with the SHPO, please assume it was approved and check yes.

Project Summary and Description. Questions 12-16 require the applicant to provide a detailed description of the project, including a detailed scope of work. Up to 40 points may be given for this section since considerable weight is given to the detailed description/scope of work in question 15.

- 12. Project Type:** Check whether the proposed project is construction or pre-construction.
- 13. Existing Condition of the Property:** Please provide a detailed description of the current condition of the property including all work items that require rehabilitation. Include photographs of the interior and exterior of the building, as well as details of the areas that need rehabilitation that are keyed to a floorplan of the building.
- 14. If grant funding were awarded, which of these work items would be addressed? If pre-construction, what is the purpose of the document?** Please provide a realistic description of which work items will be completed under the grant. If applicable, please explain why these activities were selected from the greater list rehabilitation needs provided in question 13.
- 15. Description/Scope of Work for the Project:** If construction, please provide a detailed description of the proposed project. Please be sure to include a list of the rehabilitation work to be completed, who will do the work, how the work will be performed, and what the timeline will be for completing the project. Please make sure that the time estimate includes all phases of the project (procurement to completion including payment of all bills, inspections, and the grant reimbursement). If pre-construction, please indicate what type of document (e.g. feasibility study or master plan), if this is an update or new document, and how it will be used by the owner.
- 16. Does the scope of work meet the Secretary of the Interior's "Standards for Rehabilitation?"** Please note, all work performed using grant funds must meet the Secretary of the Interior's "Standards for Rehabilitation." For more information about the "Standards," please see:
<https://www.nps.gov/tps/standards/rehabilitation/rehab/stand.htm>.

Project Planning and Implementation. Questions 17-20 ask the applicant to demonstrate that the project is a well-planned and feasible project, and that the public has been made aware of the project. This section also allows that applicant to tell the State Historic Preservation Office how this project fits into the state and community's preservation program and explain if the project will address any threats or challenges in the community. Up to 10 points may be given for this section.

- 17. How does this project meet a need identified in the Statewide Comprehensive Historic Preservation Plan and/or a local or regional master plan?** If this is a local or regional plan, please provide a copy or link to the relevant section. All grant applications are required to meet at least one of the statewide planning objectives identified in Missouri's Statewide Comprehensive Historic Preservation Plan. A copy of this plan is available on request and available online at: <http://www.dnr.mo.gov/shpo/docs/2011-17MoPresHorizons.pdf>.
- 18. Did the applicant solicit public opinion concerning this project within the last 12 months?** Please indicate if the public has been consulted on this project within the past twelve months. If the public has not yet been informed of the project, please indicate how the applicant intends to notify the public.
- 19. Please describe any ongoing efforts to preserve the building (including any special funding sources, community support groups, etc.).** Please provide information on any efforts taking place to preserve the building financially or voluntarily.
- 20. Is the property endangered?** Please list any failures or non-compliance with federal or state requirements that are endangering the building. Please attach supporting documentation such as code enforcement letters, reports or violations. If the building is not endangered, please write "not currently endangered" and skip to the next question.

Project Budget. Questions 21-23 ask the applicant to provide information about each cost category and to provide budget line items within each cost category. Generally, grant awards in the pre-construction/construction category will not exceed \$50,000. The minimum amount an applicant is required to provide as match is 40% of the total project cost. Up to ten points may be given for this section, based on the percent of matching funds.

A QUALIFIED ARCHITECT/CONSULTANT IS REQUIRED UNLESS WAIVED BY SHPO. (IF ALREADY SELECTED, INDICATE THE NAME OF THE ARCHITECT/CONSULTANT.) IF PLANS AND SPECIFICATIONS BY A QUALIFIED ARCHITECT HAVE NOT PREVIOUSLY BEEN PREPARED, THE PROJECT BUDGET SHOULD INCLUDE THE COST OF PREPARATION OF SUCH PLANS AND SPECIFICATIONS.

21. For each cost category, fill out the below budget table with the grant amount requested and the matching amount provided by the applicant and/or donor. In the budget table, several categories have been set up in which to enter information pertaining to the project. Separate the project costs into the specific cost categories. Most project costs fall within these categories. For cost categories not provided in the table, applicants should use the "Other" categories and specify what the cost categories are, after determining if the costs are eligible.

Indicate the total cost in the right-hand column and the amounts of non-state cash, non-state inkind and state share for each budget item. For the purpose of the grant, if no money changes hands, the line item is not cash. Paid city staff time contributed to the grant project is cash. If a volunteer contributes time to a project, the value of the person's time is inkind. Use whole dollar amounts only. Refer to the following sample budget table. In this example, the total project cost is anticipated to be \$50,000. The applicant is requesting \$35,000 and is providing a match of \$15,000, which is 30% of the total cost and the minimum matching amount allowable. Of the matching funds, \$10,000 is cash (general revenue from the applicant) and \$5,000 is being provided as an inkind donation (materials donated from a local vendor).

| Cost Category | State (Grant Request) | Non-State/ Local Cash | Non-State/ Local Inkind | Total |
|--------------------------------|-----------------------|-----------------------|-------------------------|--------------|
| Contractor | \$ 35,000.00 | \$10,000.00 | \$ | \$ 45,000.00 |
| Personnel | \$ | \$ | \$ | \$ |
| Supplies | \$ | \$ | \$ 5,000.00 | \$ 5,000.00 |
| Equipment | \$ | \$ | \$ | \$ |
| Travel/Lodging | \$ | \$ | \$ | \$ |
| Other (Please Specify) : Venue | \$ | \$ | \$ | \$ |
| Other (Please Specify) | \$ | \$ | \$ | \$ |
| TOTAL | \$35,000.00 | \$ 10,000.00 | \$ 5,000.00 | \$ 50,000.00 |

The following table provides examples of the minimum match required at various cost levels.

| Federal (Grant Amount 60%) | Minimum Matching Amount (30%) | Total Project Cost |
|----------------------------|-------------------------------|--------------------|
| \$ 150,000.00 | \$ 64,286.00 | \$ 214,286.00 |
| \$ 100,000.00 | \$ 42,857.00 | \$ 142,857.00 |
| \$ 75,000.00 | \$ 32,143.00 | \$ 107,143.00 |
| \$ 50,000.00 | \$ 24,429.00 | \$ 71,429.00 |
| \$ 25,000.00 | \$ 10,714.29 | \$ 35,714.00 |

Allowable costs include personnel costs (salaries and fringe benefits), travel expenses (mileage, lodging), supplies, contractual services, equipment use, and rent. A complete list of specific allowable and unallowable costs can be found in the Historic Preservation Fund grants manual available online at: https://www.nps.gov/preservation-grants/HPF_Manual.pdf.

22. Provide detailed information about the budget items in each cost category.

Personnel Costs: List all personnel (other than contractors) and attach resumes*. Identify hourly rate or percent of time to be spent on the project. Identify the number of work hours each person will be working on the project. (There are 173.33 hours in a work month; 2080 hours in a year. Partial work months should be rounded to nearest tenth.) Volunteer time is valued at the prevailing minimum wage unless a higher rate can be documented and is approved by the SHPO. To assist in determining and using rates, the following are standards

for safe and acceptable rates for certain kinds of volunteer services based off of the U.S. Bureau of Labor and Statistics' Occupational Employment Statistics for Missouri:

| | |
|--|----------------------|
| 1. Non-professional volunteers: | Current Minimum Wage |
| 2. Preservationists* (not 36 CFR Part 61 qualified): | \$12.00 per hour |
| 3. Accountants and Auditors: | \$35.00 per hour |
| 4. Architects (36 CFR Part 61 qualified): | \$30.00 per hour |
| 5. Archaeologists (36 CFR Part 61 qualified): | \$21.00 per hour |
| 6. Historians/Architectural Historians (36 CFR Part 61qualified): | \$19.00 per hour |
| 7. Planners: | \$29.00 per hour |
| 8. Full professors of anthropology and archaeology | \$34.00 per hour |
| 9. Full professors of history: | \$35.00 per hour |
| 10. Lawyers: | \$45.00 per hour |

**Preservationists are individuals who by their professional or educational experience have expertise in historic preservation. These are individuals who do not meet the professional qualifications.*

These rates assume that all personnel are working in their field of expertise. Under no circumstance will the actual rate of pay for professionals and non-professionals be accepted, unless it is the lowest rate in the marketplace. Attach resumes to justify all volunteer rates over minimum wage.

Fringe Benefits: Indicate fringe benefit rate and to which personnel the rate applies. Fringe benefit rates may only be used for employees on staff who provide a recognized service to the project. Part-time employees or contractors who receive fringe benefits that cannot be treated as a standard percentage should have such costs incorporated into their salary structure for the purpose of HPF grants (such incorporation must be notated**). Rates of pay claimed for city staff should be documented with a statement from the city personnel or financial officer attesting to the accuracy of the rate claimed.

Travel: Indicate cost calculations by number of miles and rate per mile. The rate of reimbursement per mile cannot exceed Missouri's state mileage allowance rate of **37** cents per mile. If mileage is a project cost, an estimate of the number of miles must be given. If out-of-state travel is a project cost, a justification must be given and an estimate of cost. If there is any in-state travel not in the project area, justification** must be given with an estimate of cost (except travel that is required or demanded by the SHPO office).

Supplies: As a budget category, this includes both expendable and non-expendable supplies. Items normally found in this category of cost include items such as: paper, pencils, pens, photographic paper, folders, notebooks, CDs, ink, and envelopes. Property having an acquisition cost of \$1,000 or less is defined as supplies.

Equipment: All equipment purchases in excess of \$1,000 must be noted and must have justification. Donated equipment, if used as match, must be notated** justifying valuation in the form. Equipment is valued at the lowest cost or rental rate per month in the local area. Applicants may be requested to produce at least two proofs of valuation. Applicants must identify purchased or donated equipment by brand name and type for use in grant related programs.

Reproduction: As a budget category, this normally contains the following items of expense - photocopying, photograph reproduction, and CD, DVD or other video reproductions. Specific costs assigned to this category must be notated**. Applicants may be required to justify cost on request.

Other Costs: As a budget category, this normally contains the following items of expense - electronic data processing costs, subscriptions, memberships, books, postage, and rent or space. All costs in this category must be notated**. Applicants may be required to justify costs on request. Donated space is based on the lowest cost of square footage in a given area. Exceptions to this general rule of thumb will be given on a case-by-case basis, especially when the donor is the source of this action.

Contractual: List all 36 CFR Part 61 qualified contractors (asterisk those already contracted) hired to oversee the project, attach resumes*, and note cost. These costs are associated with individuals or organizations

providing cash services to the applicant which are not provided by the staff. Note: All grant projects must be overseen by someone who meets the 36 CFR Part 61 professional qualifications.

Contractual services must be obtained through publication of a Request for Proposals to permit open and fair competition. The applicant may select a contractor following a review of the proposal and personnel qualifications. For 36 CFR Part 61 qualified professionals overseeing the project, the SHPO should be contacted prior to contracting to ensure that the individual meets the professional qualifications and does not have outstanding/past due grant products that were not delivered to the grantee and SHPO. Information on the procedures and guidelines for selecting a contractor is available from the SHPO.

Indirect Cost: Applicants may qualify to use an indirect rate. A de minimis indirect cost rate of 10% can be used by these applicants, however, if an indirect costs rate has been established with approval from a recognized federal agency, that rate must be used (even if it is less than 10%). A letter from a cognizant agency establishing any rate other than the de minimis rate is required. For more information about indirect costs, please refer to 2 CFR Part 200.

**All staff, contractors, and individuals donating time directly to the project must submit resumes, even if such resumes were submitted in previous grant cycles. Individual volunteers (including non-professionals), must be listed by name.*

***Whenever an applicant is directed to notate, or notate and justify, they must detail the required information on the application form or on extra sheets of paper.*

Please note: All purchases made using grant funds are expected to follow state or local procurement requirements (whichever one is stricter). For more information about procurement, please see RSMo Chapter 34: <http://www.moga.mo.gov/mostatutes/chapters/chapText034.html>.

23. Provide the source of match. Provide a copy of the applicant's resolution or letter authorizing it to make application for the grant and the name and letter of intent (including amount) of all other donors providing match.

Provide the following information, using as many spaces as necessary, to identify all sources of the local share for each product proposal form you are submitting. Attach additional pages if necessary.

Donor: Identify the agency, individual, educational institution, company or organization providing all or a portion of the local share.

Contribution: Identify the amount of the match.

If the contribution is in kind volunteer personnel, the donor's letter should indicate an estimated number of hours, hourly rate, and total value (i.e., 40 hrs. @\$15 = \$600).

Salaries and fringe benefits for **city staff** participating in a grant project should be counted as **cash**. The city must provide, in writing, documentation of the staff person's rate of pay and fringe.

If the share is in kind space, the donor's letter should indicate the number of months, the value per month, and total dollar amount (i.e., 12 months @\$100 = \$1200). Both equipment and rental services valued as in kind are inserted in the same manner as donated space. If the share is indirect cost, enter "cash".

Applicants submitting more than one application should note that cumulative non-federal share on the applications cannot exceed 100% of the individual's time or 100% of the actual cost of the services being provided as match.

Application Workshop. Applicants are encouraged to attend a grant application workshop, when such workshops are provided. For the time/date of the workshop, please visit our website at: <http://dnr.mo.gov/shpo/heritagegrants.htm>.

Discretionary Board Criteria. At least four members of the staff will review and score the grant applications. The scoring team may award additional points based on the subjective evaluation of the application, notably the details provided in the "project summary and description" and "project planning and implementation" sections. Up to ten points may be given by the discretionary board.

Supporting Documentation Checklist. This checklist is provided on the application as an aid to applicant.

Certification of Responsible Person. A responsible official of the applicant's agency or organization must sign and date this section to complete the application, or the application will not be scored. Examples of responsible officials include mayors, city managers or administrators, directors, presidents, executive officers, etc. The responsible official does not need to be the contact person listed on the application, but does need to read the application and have an understanding of the requirements of administering the grant, should one be awarded. The responsible official cannot be an independent grant writer who is not affiliated with the agency or organization.

An incomplete or inaccurate application packet will be ineligible for scoring.

How Grants Will Be Awarded:

Final Grant Applications are due by 5:00 p.m. on September 15.

Projects will be reviewed and evaluated by the State Historic Preservation Office staff to determine how well the application addresses the selection criteria listed above.

Staff will review all final applications and make recommendations regarding the allocation of funds among individual projects. Preliminary grant recommendations will be presented to the Missouri Advisory Council on Historic Preservation at their November meeting. It is anticipated that prior to the first of the calendar year, SHPO staff will begin negotiating with the applicants. Once a grant agreement has been negotiated, a grant agreement awarding the grant will be executed.

Additional Information:

Applicants are strongly encouraged to contact the State Historic Preservation Office for assistance in defining the project scope of work and for technical assistance in completing the pre-application and final application. To obtain such assistance, please contact the Preservation Planner and Grants Manager at: 573-751-7958 or via email at: moshpo@dnr.mo.gov.

EQUAL OPPORTUNITY

This program receives federal funds from the National Park Service. Regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination in departmental federally assisted programs on the basis of race, color, national origin, or disability. Any person who believes he or she has been discriminated against in any program, activity or facility operated by a recipient of Federal assistance should write to:

Director, Equal Opportunity Program
U. S. Department of the Interior, National Park Service
P.O. Box 37127
Washington, D.C. 20013-7127